



Graduate Annual Review: Theatre Office

Date:	Student Name:	Office Supervisor Name:
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Graduate Assistant Assignment		
Fall:	Winter:	Spring:

Circle appropriate number; response scale is "5" being highest and "1" lowest.

- 1. The office assistant provides telephone and customer service: 1 2 3 4 5
- 2. The office assistant performs clerical tasks: 1 2 3 4 5
- 3. The office assistant performs hospitality tasks: 1 2 3 4 5
- 4. The office assistant performs publicity tasks: 1 2 3 4 5

Comments: (Please attach mandatory narrative evaluation.)

Supervisor Signature: _____

Date: _____

I saw this report and discussed it with my advisor.

Student Signature: _____

Date: _____